

CACFP Monthly Requirements

_____ Month	_____ Year
This file contains:	
<input type="checkbox"/> Posted Menus with date and any menu substitutions (take down at the end of the month and put in folder)	
<input type="checkbox"/> Food Production Records	
<input type="checkbox"/> Meal Participation Record	
<input type="checkbox"/> Monthly Attendance Record – Free, Reduced, Paid	
<input type="checkbox"/> Sign In and Out Records	
<input type="checkbox"/> Receipts for Food and Milk - for CACFP Only	
<input type="checkbox"/> Cook's and any Food Service Payroll Stubs	
Attach this checklist to the monthly file. Verify that each item is in the file at the end of the month.	

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Fill out Month and Year at top then cut out and attach each checklist to the appropriate monthly folder.